

CITY OF MILWAUKIE

CLASSIFICATION PARKS DEVELOPMENT COORDINATOR

Department: Public Works
FLSA Status: Non-Exempt
Pay Grade: 63
EEO: Professional
Union Representation: AFSCME

CLASSIFICATION SUMMARY:

Develops and manages capital improvement for park facilities, including the planning, organization, and coordination of construction design and engineering, as well as bidding and project implementation. Leads and oversees community engagement associated with all associated projects. Monitors capital budgets to ensure project expenditures remain within the scope of work. Provides technical support and manages all aspects of capital construction projects. Oversees consultants, contractors and may oversee staff performing capital construction work. Prepares construction specifications, bid documents, contracts and change orders. Conducts field inspections to collect data, verify existing/actual conditions, and monitor conformance with plans/specifications. This position works under the general supervision of the Public Works Director.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

(Tasks listed are intended to be descriptive and not restrictive. An employee in this classification may perform any of the tasks listed; however, these examples do not include all the tasks which an employee may be expected to perform.)

- Coordinates and prepares services and construction specifications and bid documents. Coordinates pre-bid and pre-construction conferences. Drafts Request for Proposals (RFP) and develops scope of work. Negotiates contracts, selects consultants, and administers contracts for consulting architects, engineers, contractors, and project management resources. Compels compliance with published construction plans and specifications.
- Supervises and coordinates the design and permit process and work of contractors, engineers, architects, design professionals, and other personnel to assure the efficient and economical use of program funds, personnel, materials, facilities, and time. Reviews work for compliance with contract documents and appropriate guidelines, laws, and regulations.
- Leads and oversees all community engagement associated with the Master Planning processes and construction of parks.
- Secures the input of previously less engaged community members, including members of Milwaukie's communities of color and those living in poverty.
- Acts as liaison between end users, staff and contractors on City parks projects.
- Assures effective communication among consultants, contractors, department heads and other stakeholders.
- Conducts needs assessment and meets with City personnel to assure needs are being met by proposed designs and specifications.

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- Communicates project status to staff and other affected groups, keeping staff informed as to the progress of projects and of any developing problems, recommending alternative courses of action to mitigate such problems. Creates presentation materials; authors written and oral reports and media materials.
- Uses speaking engagements, media interviews and other methods to enhance the community's awareness of, and appreciation for, capital projects and to educate community stakeholders regarding each project's function and objectives.
- Monitors individual project budget summaries assuring expenditures are within approved budget, tracking changes to the contract documents that may result in change orders. Makes recommendations to the Development Manager on change orders as necessary. Assists with project financial reports, accounting, and grant reimbursement. Prepares project budgets and assists with budget development, as requested. Monitors and ensures all requirements of grants and contracts are met. Prepares complete reports on time with supporting conclusions and recommendations.
- Develops and maintains data systems and records to track the process and progress of each project for proper evaluation, control and documentation to ensure compliance with City, State, and Federal requirements.
- Plans, conducts, and presents at project-related meetings.
- Coordinates design, specification, and construction meetings.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS:

Knowledge of:

- Principles and practices of project management and contract administration.
- Current construction methods, costs, and cost estimating.
- Building and land use permits, processes, and requirements.
- Applicable local, state and federal laws, codes and standards related to construction
- Design and construction management including developing bid specifications, reading blueprints and evaluation of design and construction projects.
- Fiscal management including budget preparation, cost and budget analysis, expenditure control and records management. Natural resource management principles and strategies, including knowledge of urban natural resource management and conservation
- Social marketing, community outreach and project management.

Skills and Abilities to:

- Planning and organizing, problem analysis and decision-making, interpersonal sensitivity, adaptability and flexibility and time management skills.
- The operation of various computer programs including word processing, spreadsheets, database programs including Permitting and Project Management software and other applications specific to the area of assignment.

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- Work with contractors to enter into agreements on behalf of the City and monitor progress.
- Ability to communicate effectively both orally and in writing, including making presentations to a variety of audiences throughout the community.
- Facilitate public input processes and public meetings.
- Design and develop outreach materials and campaigns to raise community awareness of city topics and/or programs
- Analyze, and interpret complex data and understand and synthesize legal and technical language to develop logical recommendations.
- Coordinate, negotiate and resolve conflicting points of view to obtain successful outcomes.
- Research issues, draft and present recommendations to department heads, City Manager, Council, citizen advisory boards and other government agencies.
- Write complex technical reports and grant applications within prescribed timeframes.
- Present scientific and/or complex data in creative ways.

Required Education, Training and Experience

(Any combination of education and experience that has provided the knowledge, skills and abilities to perform the essential duties of this position. Prior work experience and educational requirements listed are typical ways of obtaining the required qualifications. Other equivalent combinations of education, training and experience will be considered.)

- Bachelor's Degree in Engineering, Architecture, Landscape Architecture, Construction Management, Project Management, or related field.
- At least three years progressively responsible experience with commercial building construction projects required.

Licensing/Special Requirements:

- Possession of a valid driver's license or an acceptable alternative method of transportation which allows the incumbent to perform the duties of the position.
- Must be able to pass City's background check.

SUPPLEMENTAL INFORMATION:

Tools and Equipment Used:

- Computer, printer, copy machines and telephones; Computer software including MS based word-processing, spreadsheet, and data base applications. Proficiency with ArcGIS.

Supervision:

- This is not a supervisory position.

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Working Conditions:

(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential job functions.)

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. Work is performed mostly in an office setting. Frequent site visits required to view projects. During site visits may walk on uneven terrain, stoop and bend. Frequent evening meetings. Responds any hours to emergency situations.

The job classification description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Classification History:

Drafted: 7/2021

Adopted:

Revised: